Appendix F : Safer Recruitment Policy Statement

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| **Safe Recruitment and Continued Employment of Staff and volunteers**  Active Gloucestershire is committed to:   * safeguarding and protecting all children, young people and adults at risk by implementing robust safer recruitment practices * identifying and rejecting applicants who are unsuitable to work with children, young people and adults at risk including any risk related to connected persons * responding to concerns about the suitability of applicants during the recruitment process * responding to concerns about the suitability of employees and volunteers once they have begun their role * ensuring all new staff and volunteers participate in an induction which includes child protection and safeguarding training and internal procedures and policies for these areas * Failure to comply with the safeguarding policy and procedures will be addressed without delay and dismissal/exclusion from the organisation may be the result  **RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS** All reasonable steps must be taken to ensure that people are suitably qualified, and/or experienced to work with children, young people and adults at risk. The same procedures should be adopted for paid staff and volunteers and whether they work full-time or part-time. **Pre-application information** Any form of advertising to recruit staff will reflect the aims and objectives of Active Gloucestershire’s policy, and the main responsibilities of the role including the level of experience, or the qualifications required.  An application pack, requested by potential applicants, must include:   * A job description and person specification, clearly stating the skills and characteristics that are expected and required to fill the post, specifically with regards to keeping children, young people and adults at risk safe. If a DBS is required for the role, this shall be mentioned in the job description and applicants shall have access to an overview of our safer recruitment process.  **Applications** All applicants must submit their CV and a supporting letter of application which should elicit the following information:   * Past career, relevant experience, qualifications and training undertaken, relevant interests, any gaps in employment and reasons for leaving. * National Insurance number (to confirm identity and right to work.) * Employment self-declaration and disclosure form (Appendix E,) within which they must disclose any previous relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record. This will be requested as part of the application process, submitted to us via secure e-mail (egress) and only viewed should the applicant be shortlisted for interview. The self-declaration will then only be viewed by the interview panel.   Information within the self-declaration will be treated confidential and stored securely.     * The application process must state that failure to disclose information will result in disciplinary action, and possible dismissal from the organisation. * It should be made clear that effective measures are in place to ensure confidentiality of information under the Data Protection Act (2018).   **Checks and references**   * A minimum of two references will be taken up from reputable sources for all members of staff and, where relevant, followed up by letter or telephone. Where applicable, references should specifically include the person’s suitability to work with children and adults at risk. * Successful applicants may be subject to the Disclosure and Barring Service (DBS) criminal record check to an enhanced level, if this is eligible for their role – if they are working with children for a ‘regulated’ period – “once a week or more often, or on 4 or more days in a 30-day period, or overnight” *(Regulated Activity in relation to Children: scope; Factual note by HM Government)*. * Confirmation of personal identification should be made by the inspection of an original passport or birth certificate. Similarly, another form of identification which gives the applicant’s full name, date of birth and current address, together with signature and photograph, for example, a driving licence should be checked.   **Interview** At least two representatives of Active Gloucestershire will conduct an interview at   * During which, information contained in the application will be explored against the qualities and skills required for the post.   **Induction** It is important that the recruitment and selection process is followed up by relevant induction and training in awareness of child protection and safeguarding. All staff and volunteers require an awareness of the signs and indicators, and an understanding of the responsibility to act swiftly and sensitively when such concerns arise.   * Staff should be made aware that child abuse and poor practice can and does occur and that it could be perpetrated by colleagues, who are members of staff within their own organisation. * Staff should be made aware that children can find it very difficult to speak about abuse. They need to be listened to, taken seriously, and have their concerns acted upon. * Staff should be made aware of what they need to do in response to any concerns they may have. * Managers should ensure that this policy document is read and understood by all new and existing staff, and the manager should ensure that they obtain the signed agreement on the Child Protection & Safeguarding Policy Declaration Form (Appendix C.) The Designated Safeguarding Lead (DSL) and Operations Manager should lead a joint induction for new staff, taking them through the process of how to handle a safeguarding or child protection incident. * Staff must read and agree to Active Gloucestershire’s Code of Conduct (Appendix A.) * Staff must read Active Gloucestershire’s Diversity and Inclusion Action Plan * To help maximise the protection of individual employees within Active Gloucestershire, all staff (upon their induction) will be made aware of the organisation’s lone working policy and the guidance contained within it.   **Training** Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regards to their own good practice and reporting of suspected poor practice or concerns of abuse.  All staff working for Active Gloucestershire must be able to demonstrate that they have attended training, or are committed to attend training, ideally within a three-month timeframe in the following areas:   * Safeguarding and Protecting Children   Active Gloucestershire is committed to organising training to ensure that staff can access the above courses and other relevant courses in the necessary time frame, and on an ongoing basis as part of their continual professional development. Active Gloucestershire will facilitate and meet the full cost of these minimum requirement courses. **Monitoring and appraisal** In general, staff work most effectively where there is a supervisory structure that ensures they are supported, managed and developed. Staff and volunteers working on behalf of Active Gloucestershire are required to work in accordance with the good practice guidelines contained within this policy. It is the collective responsibility of all representatives of Active Gloucestershire to ensure that good practice is observed. This should be done in a number of ways, for example:   * Observation of any activity sessions. * Annual appraisals of staff. * Providing feedback on performance against work programme. * Collecting feedback from participants attending activities.   If poor practice is observed, it is the responsibility of staff to report it. It is the responsibility of the DSL to ensure that appropriate advice, guidance and further training is provided to ensure that poor practice is not allowed to continue.  At regular intervals, all staff should be given the opportunity to give and receive formal feedback relating to their performance and to identify training needs in relation to safeguarding children, through a structured system of appraisal. This can be done at the monthly team meeting or monthly reviews with their manager. **Complaints** Active Gloucestershire will ensure that all people involved in its work are aware of their employing authority’s procedure for complaints and have copies of the following:   * Disciplinary and grievance procedures (see Employee Handbook) * Whistle blowing procedures (see Appendix G)   These will be provided as part of staff induction and can be accessed in the Active Gloucestershire Policy Manual: [Active Gloucestershire > Policies and Procedu… > Policies Manual July 2024.docx — Folderit](https://my.folderit.com/file/view/?uid=w2otY0Bhep)  Contact details  Appendix holder  Name: Sarah Haden-Godwin  Director of People and Partnerships  Phone/email: 01452 393605 sarahhaden@activegloucestershire.org    NSPCC helpline 0808 800 5000 We are committed to reviewing our policy and good practice annually.    Key compliance dates:     |  |  | | --- | --- | | Last Review | April 2024 | | Next Review | April 2025 | |